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ORD-4006-71

10 AUG 1971

MEMORANDUM FOR: Chief, Analysis Division
Acting Chief, Applied Physics Division
Chief, Biological Sciences Division
Chief, Medical & Behavioral Sciences Division
Chief, Optics Division
Chief, Physics-Chemistry Division
Chief, Procurement Management Staff
Chief, Radio-Physics Division
Chief, Special Projects Group

SUBJECT : ORD Microfiche Program

REFERENCE : General Notice No. 47

1. ORD has recently completed the pilot run of a microfilming program to determine the feasibility of maintaining microfiche records in lieu of retiring hard copy files to the Records Center at [REDACTED]. The proposed program was coordinated with DD/S&T, the Agency Records Management personnel and Printing Services Division prior to the implementation of the pilot run. As a result of the run, ORD is establishing the program as a standard operating procedure. The procedure is described in the attached General Notice No. 47.

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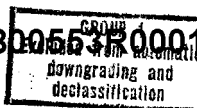
2. Implementation of the Microfiche Program will accomplish the following:

a. Reduce the space required for records storage from a matter of cubic feet to a few cubic inches.

b. The division secretaries will no longer be required to keep files until they have a full box for retirement and will not be required to prepare the documentation required for retirement.

c. The microfiche cards will be maintained in the Registry and will, therefore, be readily accessible to authorized personnel.

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SUBJECT: ORD Microfiche Program

3. Microfiche readers and reader/printers will be purchased as usage requires.

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4. General Notice No. 47 applies only to microfilming of contract files at present. Should there be a necessity for filming other files or reports, [REDACTED]

[REDACTED] Administrative Officer/ORD, or [REDACTED] Records Management Officer/ORD, should be consulted about the establishment of a procedure for handling such a requirement.

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5. The DD/S&T has expressed a great deal of interest in the intent of ORD to establish this microfilming program and the results of the pilot run. The implementation of such a program is being considered for the entire directorate. Since ORD will be the first component of DD/S&T to start such a program, we will serve as the model for future requirements.

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[REDACTED]
Administrative Officer
Office of Research and Development

Attachment

General Notice No. 47

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